

# STATE OF COLORADO

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## DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

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Bill Ritter, Jr.  
Governor

H. Michael Edwards  
Major General  
The Adjutant General

**Policy Title:** Sunshine Fund

**Effective Date:** October 1, 2008

**Summary:** Provides Policy and Guidelines on Expressions of Sympathy

**Applicability:** All State Employees of DMVA

**Staff Proponent:** Human Resources

**Supersedes:** 01 March 2005

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**A. Purpose:** To provide for an employee sponsored financial resource that will support expressions of sympathy or good-will toward colleagues who experience personal illness or familial loss.

**B. Background:** To recognize and provide for consistent guidelines on observance of expressions of sympathy and condolences toward employees within DMVA who experience the loss of family members or personal hospitalization.

**C. Policy:** Funds will only be generated primarily through voluntary employee donations of any amount. The solicitation of funds will occur semi-annually via e-mail and flyers, however, employees may choose to contribute at any time. Acknowledgement of donation will be sent to each employee with a copy for their personnel file to provide for a cross-reference. Occasionally, if funds fall below \$125, State employees may organize a fund raiser to assist in replenishment. If, at any time, an employee, State or Federal, wishes to make a contribution to the fund, please make the check payable to the Department of Military & Veterans Affairs and deliver it to the Assistant to the Deputy Director.

The appropriate accounting controls will be established that provide for adequate checks and balances to ensure the integrity of employee-donated funds. These funds will be audited once a year by a designated accounting representative. Funds will be expended only with the authority of two of the following positions: Director, Deputy Director, Human Resource Director, or Resource Manager. An oversight committee consisting of the Procurement Director, Division of

Veterans Affairs Director, and one employee representative will annually review expenditures and recommend policy or procedure changes to the Human Resource Director.

In the event of hospitalization of any State employee where the hospital stay extends beyond 48 hours, a get well card will be sent using resources from the Sunshine Fund. Information about a colleague hospitalization should be conveyed as soon as possible to the Assistant to the Deputy Director so that action can be taken without delay. No flowers or cards will be sent for the hospitalization of any family member of an employee.

In the event of death of a State employee, or an immediate family member of an employee (as defined below), a sympathy card will be sent using resources from the fund. In addition, either flowers will be sent using resources from the fund, or a memorial contribution will be collected and sent to a designated charitable organization. An attempt will be made to determine whether flowers or a charitable donation is preferred. If some alternative form of memorial action is suggested by parties close to the family of the deceased, the Deputy Director will determine what action will best represent our employee population's expression of concern. If flowers are sent, they will normally be sent to the appropriate funeral home, and resources from the fund will be used for an approximate \$40 arrangement (taxes and delivery charges will be paid over and above the \$40 flower expense). If a charitable donation is preferred in lieu of flowers, the fund will provide a \$40 donation and the Assistant to the Deputy Director will notify all DMVA employees of the opportunity to make additional voluntary contributions to the charitable organization identified.

In cases of death, for the purpose of implementing this policy, immediate family includes spouse, children, step-children, and parents. In the case of the death of a DMVA employee's in-law, grandparents, brothers, and sisters the employee will be sent a sympathy card. Flowers will not be sent with resources from the fund and charitable contributions will not be solicited by the Deputy Director's Assistant. An eligible in-law for the purpose of this policy includes a mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, or son-in-law.

**Official:**

//signed//

H. Michael Edwards  
The Adjutant General

**Distribution:** DMVA Staff Proponents  
DMVA Website